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5 | Attorneys for Susan Booth

UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF CALIFORNIA  
SAN FRANCISCO DIVISION

In Re

Case No. 19-30088-DM

## PG&E CORPORATION,

Chapter 11

and

**(Lead Case—Jointly Administered)**

# PACIFIC GAS AND ELECTRIC COMPANY

**MOTION TO ALLOW/DEEM  
TIMELY LATE FILING OF PROOF  
OF CLAIM BY MOVANT SUSAN  
BOOTH, AND MEMORANDUM OF  
POINTS AND AUTHORITIES AND  
DECLARATION OF ROBERT BONE  
IN SUPPORT THEREOF**

Debtors.

Date: April 12, 2022

Time: 10:00 a.m.

Location: Via ZOOM or Telephone

\*All papers shall be filed in the Lead Case, No. 19-30088-DM

Susan Booth (“Movant”) files this motion to deem timely a late filed proof of claim, Claim No. 108245, filed on February, 24, 2022.

## I. Summary of Argument

A proof of claim may be deemed timely upon a showing of excusable neglect and lack of prejudice. In this case, due to a variety of stressors and personal factors arising from the 2017 fires (“North Bay Fires”), Movant was unable to timely file her proof of claim. Because there is no danger of prejudice to the Debtors, as Debtors’ estates are solvent, and all creditors in these cases stand to be paid, the Motion should be granted to allow the Movant to have the claim deemed timely.

**MOTION TO ALLOW/DEEM TIMELY LATE FILING OF PROOF OF CLAIM  
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**II.**  
**Factual Background**

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**A. Pertinent Bankruptcy Background.**

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5 On January 29, 2019, PG&E Corporation and Pacific Gas and Electric Company  
6 (“Debtors” or “PG&E”) commenced the above-captioned voluntary Chapter 11 cases  
7 (“Chapter 11 Cases”). PG&E’s Chapter 11 filings were necessitated by a confluence of  
8 factors resulting from catastrophic fires that occurred in Northern California prior to the  
Petition Date, and PG&E’s potential liabilities arising therefrom.

9 The deadline for filing proofs of claim with respect to any prepetition claim  
10 including, but not limited to, all claims of Fire Claimants, Wildfire Subrogation  
11 Claimants, Governmental Units and Customers, and all secured and priority claims  
against the Debtors was October 21, 2019, at 5:00 p.m. (“General Bar Date”).

12 The deadline for filing claims was extended to December 31, 2019 (“Extended  
13 Bar Date”), solely for the benefit of any non-governmental Fire Claimants who did not  
14 file proofs of claim by the General Bar Date. [See Docket No. 4672]

15 On January 31, 2020, as Docket No. 5590, Debtors filed an Amended Chapter 11  
16 Plan Debtor’s and Shareholder Proponents’ Joint Chapter 11 Plan of Reorganization  
17 Dated January 31, 2020.

18 On February 7, 2020, as Docket No. 5700, Debtors filed a Disclosure Statement  
19 for the Amended Plan.

20 On February 19, 2020, as Docket No. 5835, Debtors filed their Motion for Entry  
21 of an Order (I) Approving Form and Manner of Notice of Hearing on Proposed  
22 Disclosure Statement; (II) Establishing and Approving Plan Solicitation and Voting  
23 Procedures; (III) Approving Forms of Ballots, Solicitation Packages, and Related  
24 Notices; and (IV) Granting Related Relief (“Solicitation Procedures Motion”).

25 On March 17, 2020, the Solicitations Procedures Motion was Approved.  
26 After filing multiple iterations of the Plan, on June 19, 2020, as Docket No. 8048,  
27 Debtors filed an Amended Joint Chapter 11 Plan of Reorganization dated June 19, 2020

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**MOTION TO ALLOW/DEEM TIMELY LATE FILING OF PROOF OF CLAIM  
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1 (the “Final Plan”).

2 One June 20, 2020, post-voting and hotly contested confirmation hearings, the  
3 Bankruptcy Court entered an order confirming the Final Plan. [Docket No. 8053]

4 **B. Movant’s Claims Arising from the North Bay Fires.**

5 Movant is a survivor of the North Bay Fires which occurred in 2017. Movant  
6 resided as a resident at an elder care facility located at 4225 Wayvern Drive, Santa Rosa,  
7 CA 95409 (the “Property”). The Movant was displaced—due to evacuation—and suffered  
8 substantial personal damages, nuisance, emotional distress due to proximity of the zone  
9 of danger, among other things. Because of Movant’s age, the evacuation was particularly  
10 physically difficult for her.

11 Due to substantial trauma, relocation, and the immense pressure resulting from  
12 the foregoing, the Movant did not become aware of the relevant bar dates in time to  
13 timely file the claim. It was not until after the Extended Bar Date and Claims  
14 Questionnaire Deadline that Movant realized her damages may be compensable and that  
15 she should file a proof of claim for her losses.

16 **C. Discovery of Movant’s Claims.**

17 I have recently met with the Movant to discuss her claim/case, who  
18 contacted my office. After meeting with the Movant, I prepared the Subject Proof of  
19 Claim.

20 Accordingly, on February 24, 2022, the Law Office of Robert M. Bone filed  
21 Claim No. 108245 on behalf of the Movant. A true and correct copy of the subject Proof  
22 of Claim is attached to the Declaration of Robert M. Bone as Exhibit 1, submitted  
23 herewith.

24 Thus, the Movant now brings this Motion to deem timely her tardy Proof of  
25 Claim.

26 **III.  
Legal Argument**

27 In a Chapter 11 case, the time to file a proof of claim may be extended under  
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MOTION TO ALLOW/DEEM TIMELY LATE FILING OF PROOF OF CLAIM  
BY MOVANT SUSAN BOOTH, AND MEMORANDUM OF POINTS AND

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1 certain Circumstances. Federal Rule of Bankruptcy Procedure (“FRBP”) 3003(c)(3);  
2 FRBP 9006(b)(1). The bankruptcy court has “broad equitable powers” in a Chapter 11  
3 case with respect to the timing requirements for proofs of claim *Pioneer Inventory*  
4 *Services v. Brunswick Associates Limited Partnership*, 507 U.S. 380, 389 (1993).  
5 Moreover, Rule 9006(b)(1) allows “late filings caused by inadvertence, mistake, or  
6 carelessness, not just those caused by intervening circumstances beyond a party’s  
7 control.” *Id.*, at 381. Even a creditor that did in fact receive notice may file a proof of  
8 claim notwithstanding the expiration of a claims bar date in a Chapter 11 case upon a  
9 showing of “excusable neglect.” *Id.*, at 394-95 (“Had respondents here been prevented  
10 from complying with the bar date by an act of God or some other circumstance beyond  
11 their control, the Bankruptcy Court plainly would have been permitted to find ‘excusable  
12 neglect’ [under FRBP 9006].”).

13       In considering whether a creditor’s failure was the product of “excusable  
14 neglect,” the Court should take account of the following: all relevant circumstances  
15 surrounding the party’s omission, including (1) the danger of prejudice to the debtor, (2)  
16 the length of the delay and its potential impact on judicial proceedings, (3) the reason for  
17 the delayed, including whether it was within the reasonable control fo the movant, and  
18 (4) whether the movant acted in good faith. *Id.*, at 395; See also *Corning v. Corning (In  
19 re Zilog, Inc.)*, 450 F.3d 996 (9<sup>th</sup> Cir. 2006)(noting *Pioneer*’s non-exhaustive list of  
20 relevant factors). Again, a late-filed proof of claim is allowable where a creditor had  
21 actual notice fo the bankruptcy, but, due to some external reason, failed to file a proof of  
22 claim or did not realize that she or he had to prior to the bar date. See, e.g., *ZiLOG, Inc.  
23 V. Corning (In re ZiLOG, Inc.)*, 450 F.3d 996, 1003-1007 (9<sup>th</sup> Circ. 2006) (applying the  
24 *Pioneer* factors). Here, consideration of all four *Pioneer* factors—as well as the fifth  
25 engrafted onto the *Pioneer* analysis by some courts—weights in favor of the Movant.

26       In particular, there is no danger of prejudice to the Debtors in this case. Thus, the  
27 first *Pioneer* factor weights in favor of the Movant. The Debtors’ estates are solvent, and  
28 all creditors stand to be paid. See, E.G., *In re Best Payphones, Inc.*, 523 B.R. 54, 75-76

MOTION TO ALLOW/DEEM TIMELY LATE FILING OF PROOF OF CLAIM  
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1 (Bankr. S.D.N.Y. 2015) and *In re Sheehan Mem'l Hosp.*, 507 B.R. 802, 803 (Bankr.  
2 W.D.N.Y. 2014) (where the Chapter 11 estate is solvent, “the proper remedy for a late  
3 filing is not the expungement of a claim, but its allowance as a tardily filed claim only.).  
4 Secondly, immediately upon receiving all the necessary information, the Subject Proof of  
5 Claim was filed. Thirdly, the delay in filing the Subject Proof of Claim is reasonable  
6 considering immediately upon becoming aware of the damages that arose from the North  
7 Bay Fires, the Law Office of Robert M. Bone was retained in this matter and a proof of  
8 claim was filed by the Law Office of Robert M. Bone on behalf of Movant. Lastly, any  
9 prospect of prejudice beyond solvency is unlikely given that (a) all distributions have not  
10 yet been made; and (b) the value of Movant’s claims relative to the value fo Debtors’  
11 estates is low. See, e.g., *In re Keene Corp.*, 188 B.R. 903, 910 (Bankr. S.D.N.Y. 1995)  
12 (size of the late claim in relation to the estate is a consideration in determining prejudice).

13 **IV.**

14 **Conclusion**

15 Based upon the foregoing, the Movant hereby requests that the Court grant this  
16 Motion and deem timely the Subject Proof of Claim.

17 WHEREFORE, the Movant prays for an order:

18 1. Granting the Motion in its entirety;  
19 2. Finding that the Subject Proof of Claim filed by the Movant is to be  
20 allowed as having been timely filed; and  
21 3. Granting such other or further relief as the Court deems just and proper.

22 DATED: March 15, 2022

BLUESTONE FAIRCLOTH & OLSON, LLP

23 /S/ *Jacob M. Faircloth*

24 By \_\_\_\_\_

25 Jacob M. Faircloth

26 ATTORNEY FOR THE MOVANT

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MOTION TO ALLOW/DEEM TIMELY LATE FILING OF PROOF OF CLAIM  
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1                   **DECLARATION OF ROBERT M. BONE IN SUPPORT THEREOF**

2                   I, Robert M. Bone, declare as follows:

3                   1.        I am over eighteen (18) years old and am competent to testify as to the  
4                  matters set forth hereinbelow, from my personal knowledge.

5                   2.        I am the sole owner of the Law Office of Robert M. Bone and am an  
6                  attorney licensed to practice in the State of California. If called upon as a witness, I  
7                  could and would competently testify as to the facts set forth in this Declaration, which are  
8                  made based upon my personal knowledge or information collected by my staff from  
9                  Susan Booth (“Movant”). My office is also working with and associated on behalf of  
10                 claimants in the California North Bay Fire cases JCCP with Daniel Crowley and  
11                 Associates, and Skikos, Crawford, Skikos and Joseph, LLP.

12                 3.        Movant is a survivor of the North Bay Fires which occurred in 2017.  
13                 Movant resided as a resident at an elder care facility located at 4225 Wayvern Drive,  
14                 Santa Rosa, CA 95409 (the “Property”). The Movant was displaced—due to  
15                 evacuation—and suffered substantial personal damages, nuisance, emotional distress due  
16                 to proximity of the zone of danger, among other things. Because of Movant’s age, the  
17                 evacuation was particularly physically difficult for her.

18                 4.        Due to substantial trauma, relocation, and the immense pressure resulting  
19                 from the foregoing, the Movant did not become aware of the relevant bar dates in time to  
20                 timely file the claim. It was not until after the Extended Bar Date and Claims  
21                 Questionnaire Deadline that Movant realized her damages may be compensable and that  
22                 she should file a proof of claim for her losses.

23                 5.        I have met with the Movant to discuss their claim/case. After meeting  
24                 with the Movant, I prepared the Subject Proof of Claim.

25                 6.        Thus, on February 24, 2022, I filed Claim No. 108245 on behalf of the  
26                 Movant (“Subject Proof of Claim”). A true and correct copy of the Subject Proof of  
27                 Claim is attached hereto as Exhibit 1 and, by this reference, is incorporated herein.

28                 7.        Based on the foregoing, the Movant now brings this Motion to have the

MOTION TO ALLOW/DEEM TIMELY LATE FILING OF PROOF OF CLAIM  
BY MOVANT SUSAN BOOTH, AND MEMORANDUM OF POINTS AND  
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1 Subject Proof of Claim deemed timely.

2 I declare under penalty of perjury, under the laws of the United States and of the  
3 State of California, that the foregoing is true and correct. Executed at Santa Rosa, CA, on  
4 March 15, 2022.

5 /S/ *Robert M. Bone*

6 By: \_\_\_\_\_  
7 Robert M. Bone  
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MOTION TO ALLOW/DEEM TIMELY LATE FILING OF PROOF OF CLAIM  
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# EXHIBIT 1

**UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF CALIFORNIA (SAN FRANCISCO DIVISION)**

**In re:**  
**PG&E CORPORATION,**  
**- and -**  
**PACIFIC GAS AND ELECTRIC**  
**COMPANY,**  
**Debtors.**

**Bankruptcy Case**  
**No. 19-30088 (DM)**  
**Chapter 11**  
**(Lead Case)**  
**(Jointly Administered)**

## **Proof of Claim (Fire Claim Related)**

Read the instructions before filing this claim form. This form is for tort claimants who have a claim against the Debtors (i.e. PG&E Corporation and Pacific Gas and Electric Company) that arose prior to the Debtors filing for bankruptcy (i.e. prior to January 29, 2019) and that arose from, or relates to, a fire.

**Do not use this form for non-fire claims. Non-fire tort claimants should use Form 410.**

DO NOT file a fraudulent claim. A person who files a fraudulent claim could be fined up to \$500,000, imprisoned for up to 5 years, or both. 18 U.S.C. §§ 152, 157, and 3571.

Please type or print in the spaces below. Do NOT use red ink or pencil.

**Part 1: Identify the Claim**

1. Who is the current creditor?	Susan Booth <small>Name of the current creditor (the person or entity to be paid for this claim)</small>		
2. Has this claim been acquired from someone else?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. From whom? _____		
3. Are you filing this claim on behalf of your family?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<small>If you checked "Yes", please provide the full name of each family member that you are filing on behalf of:</small> _____ _____ _____ _____ _____ _____	
4. Where should notices and payments to the creditor be sent?	<b>Where should notices to the creditor be sent?</b> Name Susan Booth Attorney Name (if applicable) Robert M. Bone, Esq. Attorney Bar Number (if applicable) 181526 Street Address 645 Fourth Street, Suite 205 City Santa Rosa State CA Zip Code 95404 Phone Number 7075258999 Email Address bob@robertbonelaw.com		<b>Where should payments to the creditor be sent?</b> (if different) Name Susan Booth Attorney Name (if applicable) Daniel F. Crowley, Esq. Attorney Bar Number (if applicable) 130261 Street Address P.O. Box R City San Rafael State CA Zip Code 94913 Phone Number 7075258999 Email Address dcrowley@dcalaw.com
5. Does this claim amend one already filed?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. Claim number on court claims registry (if known) _____ Filed on _____ / _____ / _____		
6. Do you know if anyone else has filed a proof of claim for this claim?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. Who made the earlier filing? _____		

**Part 2:****Give Information About the Claim as of the Date this Claim Form is Filed****7. What fire is the basis of your claim?**

Check all that apply.

 Camp Fire (2018) North Bay Fires (2017) Ghost Ship Fire (2016) Butte Fire (2015) Other (please provide date and brief description of fire): \_\_\_\_\_**8. What are the loss location(s) where you and/or your family suffered harm? (e.g. home or business address, place of injury, place from which you were evacuated, if different.)?**

Location(s): 4225 Wayvern Drive, Santa Rosa, CA 95409

**9. How were you and/or your family harmed?**

Check all that apply

 Property Damage (homes, structures, personal property, land, trees, landscaping, and all other property damage) Owner  Renter  Occupant  Other (Please specify): \_\_\_\_\_ Personal Injury Wrongful Death (if checked, please provide the name of the deceased) \_\_\_\_\_ Business Loss/Interruption Lost wages and earning capacity Loss of community and essential services Agricultural loss Other (Please specify): **Emotional Distress Zone of Danger and Nuisance****10. What damages are you and/or your family claiming/seeking?**

Check all that apply

 Economic damages (including replacement cost of damaged property, diminution in value, loss of use, lost inventory, lost profits, and other economic damage) Non-economic damages (including loss of society and support, loss of consortium, pain and suffering, emotional distress, annoyance and discomfort, and other non-economic damage) Punitive, exemplary, and statutory damages Attorney's fees and litigation costs Interest Any and all other damages recoverable under California law Other (Please specify): \_\_\_\_\_**11. How much is the claim?** \$ \_\_\_\_\_ (optional) Unknown / To be determined at a later date

**Part 3: Sign Below**

**The person completing  
this proof of claim must  
sign and date it.  
FRBP 9011(b).**

If you file this claim  
electronically, FRBP  
5005(a)(2) authorizes courts  
to establish local rules  
specifying what a signature  
is.

**A person who files a  
fraudulent claim could be  
fined up to \$500,000,  
imprisoned for up to 5  
years, or both.  
18 U.S.C. §§ 152, 157, and  
3571.**

*Check the appropriate box:*

I am the creditor.  
 I am the creditor's attorney or authorized agent.

I have examined the information in this *Proof of Claim* and have a reasonable belief that the information is true and correct.

I declare under penalty of perjury that the foregoing is true and correct.

**Signature:** Robert M. Bone  
Robert M. Bone (Feb 24, 2022 18:56 PST)

**Email:** bob@robertbonelaw.com

\_\_\_\_\_  
Signature

**Print the name of the person who is completing and signing this claim:**

Name	Robert M. Bone		
	First name	Middle name	Last name
Title	Principal		
Company	Law Office of Robert M. Bone		
Identify the corporate servicer as the company if the authorized agent is a servicer.			
Address	645 Fourth Street, Suite 205		
	Number	Street	
	Santa Rosa		CA 95404
	City	State	ZIP Code
Contact phone	7075258999		Email <u>bob@robertbonelaw.com</u>

**Attach Supporting Documentation** (limited to a single PDF attachment that is less than 5 megabytes in size and under 100 pages):

I have supporting documentation.  
(attach below)

I do not have supporting documentation.

**PLEASE REVIEW YOUR PROOF OF CLAIM AND SUPPORTING DOCUMENTS AND REDACT ACCORDINGLY PRIOR TO UPLOADING THEM. PROOFS OF CLAIM AND ATTACHMENTS ARE PUBLIC DOCUMENTS THAT WILL BE AVAILABLE FOR ANYONE TO VIEW ONLINE.**

**IMPORTANT NOTE REGARDING REDACTING YOUR PROOF OF CLAIM AND SUPPORTING DOCUMENTATION** When you submit a proof of claim and any supporting documentation you must show only the last four digits of any social-security, individual's tax-identification, or financial-account number, only the initials of a minor's name, and only the year of any person's date of birth. If the claim is based on the delivery of health care goods or services, limit the disclosure of the goods or services so as to avoid embarrassment or the disclosure of confidential health care information.

A document has been redacted when the person filing it has masked, edited out, or otherwise deleted, certain information. The responsibility for redacting personal data identifiers (as defined in Federal Rule of Bankruptcy Procedure 9037) rests solely with the party submitting the documentation and their counsel. Prime Clerk and the Clerk of the Court will not review any document for redaction or compliance with this Rule and you hereby release and agree to hold harmless Prime Clerk and the Clerk of the Court from the disclosure of any personal data identifiers included in your submission. In the event Prime Clerk or the Clerk of the Court discover that personal identifier data or information concerning a minor individual has been included in a pleading, Prime Clerk and the Clerk of the Court are authorized, in their sole discretion, to redact all such information from the text of the filing and make an entry indicating the correction.

# Instructions for Proof of Claim (Fire Claim Related)

United States Bankruptcy Court

You may have a claim against the Debtors for monetary loss, personal injury (including death), or other asserted damages arising out of or related to a fire. You should consider obtaining the advice of an attorney, especially if you are unfamiliar with the chapter 11 process and privacy regulations.

A person who files a fraudulent claim could be fined up to \$500,000, imprisoned for up to 5 years, or both.  
18 U.S.C. §§ 152, 157 and 3571.

## How to fill out this form

- Fill in all of the information about the claim as of the date this claim form is filed.
- If the claim has been acquired from someone else, then state the identity of the last party who owned the claim or was the holder of the claim and who transferred it to you before the initial claim was filed.
- For a minor child, fill in only the child's initials and the full name of the child's parent or guardian. For example, write A.B., a minor child (John Doe, parent). See Bankruptcy Rule 9037.
- You may but are not required to attach supporting documents to this form.  
Supporting documents will be gathered, maintained, and provided at a later date as instructed by the Court. If you do attach documents, you should attach redacted documents as supporting documentation will be made publicly available and will not be kept confidential. See the definition of *redaction* of information below.
- Do not attach original documents because attachments may be destroyed after scanning.
- Question 3. Members of a family may but are not required to file a proof of claim as a family but may, if they choose, submit individual claim forms for each family member that has a claim against the debtors.

- Question 9. If you suffered property damage, then provide the street address of each real property parcel where you suffered property damage. If you were personally evacuated as the result of a fire, then provide the address or intersection closest to where you encountered the fire and began evacuation. If you suffered property damage and were evacuated from a different location, include both. If you were a renter, provide the address of your residence.
- Question 10. This question requests general statements of underlying facts relating to harm and is not intended to be exhaustive or preclusive.
- Question 11. You are not required to include a claim amount with your proof of claim. Providing a claim amount at this time is optional.

## Confirmation that the claim has been filed

To receive confirmation that the claim has been filed, enclose a stamped self-addressed envelope and a copy of this form together with the original. You may view a list of filed claims in this case by visiting the Claims and Noticing Agent's website at  
<https://restructuring.primeclerk.com/pge>.

## **Understand the terms used in this form**

**Claim:** A creditor's right to receive payment for a debt that the debtor owed on the date the debtor filed for bankruptcy. 11 U.S.C. §101 (5). A claim may be secured or unsecured.

**Creditor:** A person, corporation, or other entity to whom a debtor owes a debt that was incurred on or before the date the debtor filed for bankruptcy. 11 U.S.C. § 101(10).

**Debtor:** A person, corporation, or other entity who is in bankruptcy. In this instance, PG&E Corporation and Pacific Gas & Electric Company.

**Information that is entitled to privacy:** A *Proof of Claim* form and any attached documents must show only the last 4 digits of any social security number, an individual's tax identification number, or a financial account number, only the initials of a minor's name, and only the year of any person's date of birth. If a claim is based on delivering health care goods or services, limit the disclosure of the goods or services to avoid embarrassment or disclosure of confidential health care information. You may later be required to give more information if the trustee or someone else in interest objects to the claim.

**Proof of claim:** A form that shows the creditor has a claim against the debtors on or before the date of the bankruptcy filing (in these cases, January 29, 2019). The form must be filed in the district where the case is pending.

**Redaction of information:** Masking, editing out, or deleting certain information to protect privacy. Filers must redact or leave out information entitled to privacy on the *Proof of Claim* form and any attached documents.

## **Offers to purchase a claim**

Certain entities purchase claims for an amount that is less than the face value of the claims. These entities may contact creditors offering to purchase their claims. Some written communications from these entities may easily be confused with official court documentation or communications from the debtor. These entities do not represent the bankruptcy court, the bankruptcy trustee, or the debtor. A creditor has no obligation to sell its claim. However, if a creditor decides to sell its claim, any transfer of that claim is subject to Bankruptcy Rule 3001(e), any provisions of the Bankruptcy Code (11 U.S.C. § 101 et seq.) that apply, and any orders of the bankruptcy court that apply.

## **Please send completed Proof(s) of Claim to:**

### **If by first class mail:**

PG&E Corporation Claims Processing Center  
c/o Prime Clerk LLC  
Grand Central Station, PO Box 4850  
New York, NY 10163-4850

### **If by overnight courier or hand delivery:**

PG&E Corporation Claims Processing Center  
c/o Prime Clerk LLC  
850 Third Avenue, Suite 412  
Brooklyn, NY 11232

**You may also hand deliver your completed Proof(s) of Claim to any of the following service center offices (beginning July 15, 2019 through the Bar Date (October 21, 2019) during the hours of 8:30 a.m. – 5:00 p.m. Prevailing Pacific Time):**

Chico Service Center  
350 Salem Street  
Chico, CA 95928

Marysville Service Center  
231 "D" Street  
Marysville, CA 95901

Napa Service Center  
1850 Soscol Ave. Ste 105  
Napa, CA 94559

Oroville Service Center  
1567 Huntoon Street  
Oroville, CA 95965

Redding Service Center  
3600 Meadow View Road  
Redding, CA 96002

Santa Rosa Service Center  
111 Stony Circle  
Santa Rosa, CA 95401

**Photocopy machines will not be available at the Claim Service Centers; you must bring a photocopy of your Proof of Claim if you wish to receive a date-stamped copy.**

**Do not file these instructions with your form**